

BUDGET FORMS

SECTION A - INDIVIDUAL ACTIVITY BUDGET

GENERAL INSTRUCTIONS. Prepare a separate activity budget form for **each** activity and for project administration. The activity budget narrative should **immediately follow** the budget for each activity.

Name of Applicant Institution

Enter the name of the institution submitting the application.

Activity Title

Applicants should use the generic titles listed in §609.10 (HBGI program) as titles for each activity. Enter the title of the activity as it appears in the narrative.

Activity Number

Indicate the activity number for each activity in the application.

Personnel

Enter the title of each position for which funds are requested. Indicate the percent of time that each person will commit to the project.

DO NOT include fees and expenses for **consultants** or for personnel who are **not** entitled to fringe benefits. If the space allowed is not adequate, append as many additional Activity Budget sheets as necessary to list all personnel **before** completing items 1 through 10.

Budget Categories

In sub-items 1 through 9, enter the amount of funds for each **direct cost** (object class) being requested. In the **Total Funds Requested** column, enter the **total** amount of program funds for the activity.

SECTION A - INDIVIDUAL ACTIVITY BUDGET

1. Name of Institution:

2. Activity Title:

3. Activity Number

4. Roster of personnel and salaries

a. List of personnel (use position titles)

b. Salary amount for each position

Personnel:

Total for personnel

Fringe (25%)

Travel

Equipment

Supplies

Contractual

Construction/Renovation

Other

Training Stipends

Total

ACTIVITY NARRATIVE

Continuation applicants should request funding on the basis of the previously approved activities and new activities (if applicable) for the remaining two years of the current five-year funding cycle. A complete activity narrative is needed only if new activities are introduced for funding, or if significant changes in the goals and objectives of current projects are proposed.

Continuation applications should show a clear and direct relationship between the institution's comprehensive development plan and the activities proposed for support with Title III funds.

ACTIVITY TITLES - Each activity must be titled using the most relevant title from the list of allowable activities authorized in program regulations under §608.10 of the HBCU program.

PROJECT OBJECTIVES - For each activity, applicants must describe the major objectives in outcome-oriented, measurable terms. Time frames may be used to define process oriented objectives where appropriate. Objectives should be updated for each year in which funds are requested.

IMPLEMENTATION STRATEGY - Describe in a comprehensive manner who will do what, how and when it will be done to meet the objectives of each activity. Forms provided in this package offer a suggested format for communicating the implementation strategy. Other formats are acceptable provided all requested information is included.

COVER PAGE INSTRUCTIONS (STANDARD FORM 424)

Public reporting burden for this collection of information is estimated to vary from 10 to 15 hours per response, with an average of 12.5 hours including time for reviewing instructions, searching existing data banks, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U. S. Department of Education, Information Management and Compliance Division, Washington, D.C. 20202-4651; and to the Office of Management and Budget, Paperwork Reduction Project 1840-0113, Washington, D.C. 20503.

SECTION B - INDIVIDUAL ACTIVITY BUDGET NARRATIVE

Use the Budget Narrative Form to define line item costs for each category.

Personnel

Enter the title of each position for which funds are requested. Indicate the percent of time (number of months, if applicable) that each position will be devoted to the project.

Fringe Benefits

Indicate the **percentage** rate at which fringe benefits are calculated and the total cost for fringe benefits. Use the Individual Activity Budget Narrative form to list the categories of costs used to calculate fringe benefits. If fringe benefit rates are calculated differently for different personnel in the activity (e.g., faculty vs. administrative staff), provide a detailed explanation on the Budget Narrative form.

Travel

Grant funds may be used only for travel that is related to achieving the objectives of a specific activity during the budget period. Enter the **total** costs of travel, including all transportation costs and per diem costs, for personnel of the activity. Provide an **itemized breakdown** of all travel costs, including destinations, per diem rates, and transportation costs on the Budget Narrative form.

DO NOT include freight costs or travel expenses of consultants. Freight costs, consultant costs and travel should be listed in the "Other" category.

Equipment

The amount for unit cost for equipment has been changed from \$300 to \$5,000. Enter the costs for all nonexpendable personal property, both fixed and movable, necessary for achieving the objectives of the activity. Equipment means tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. However, consistent with recipient's policy, lower limits may be established.

Supplies

Enter the costs of all tangible personal property except that covered under the "Equipment" category. Personal property means property of any kind except real property--land and buildings. **Itemized** costs should be provided on the Budget Narrative form.

Contractual

Include the estimated costs of contractual agreements with other organizations or businesses.

Other

Include all direct costs not clearly covered by sub-items 1 - 10. Examples of such costs are communications, freight costs (if not included by vendor in the equipment purchase package), equipment rental, computer use charges, registration fees, and consultant costs. Provide an **itemized**, detailed breakdown of costs on the Budget Narrative form.

Total Direct Charges

The **Total Direct Charges** is the figure for the twelve month budget period for each activity.

SUMMARY BUDGET

GENERAL. After preparing individual activity budgets for **each** activity and project management, this form should reflect a comprehensive summary of project costs.

SECTION B - INDIVIDUAL ACTIVITY NARRATIVE

1. Name of Institution

2. Activity Title

3. Activity Number

4. Provide Narrative

ACTIVITY OBJECTIVES AND ANTICIPATED RESULTS

1. Name of Applicant Institution:	2. Activity Title:
3. Major Objectives in Measurable Terms:	4. Anticipated Results to Measure Success:

IMPLEMENTATION STRATEGY/TIMETABLE FORM

1. Name of Applicant Institution:		2. Activity Title:		
3. Specific tasks to be completed	4. Primary Participants	5. Methodologies Involved	6. Tangible Results	7. Timeframe
				From To